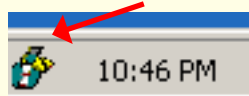


CollabWorx Quickstart Guide

For Assistance with Accounts, Training, or Implementation, Contact the TSS Reach Team at: 757-878-5964, or DSN 826-5964





For Technical Support, Contact the Army Training Help Desk at: help@atsc.army.mil, https://ask-atsc.atsc.army.mil, 1-800-275-2872

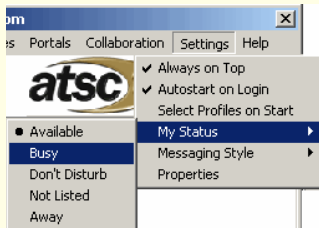
Access the CollabWorx SIM (Community Window). Double-click the icon located on the lower right of the screen by the clock. If you do not see the icon, start the application from your program menu. You can also access SIM menu items by right-clicking the icon.







Communities. There are two open communities that anyone can access (Meeting Room is the most used) and others that are restricted by organization or functional group. Go to the Communities menu if you need to select a different community.

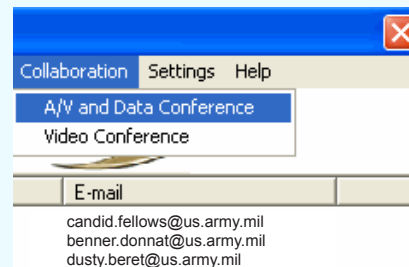
User Presence Indicators. Next to each name in the SIM window, there is an icon showing continuous user presence:

-  Available for Instant Message or Meeting
-  Has been away for at least 10 minutes
-  Has been away for at least 1 hour
-  Has been away for at least 3 hours



You can also set your own status indicator by going to the Settings Menu, My Status.

-  Busy
-  Do not disturb
-  Not listed (removes your name)
-  Away

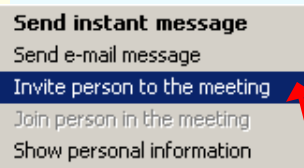


Starting a Synchronous (Live) Meeting.

Live meetings are a separate web-based application. The way the ATSC server is configured, you need to launch the meeting from the SIM. The only difference in the two collaboration meeting choices is

that one has Shareable Documents (A/V and Data) and the other does not (Video). After launching or joining a meeting your icon will change to show two people.

The Live Meeting Window. After launching a meeting or accepting an invitation to a meeting, give the window time to load.

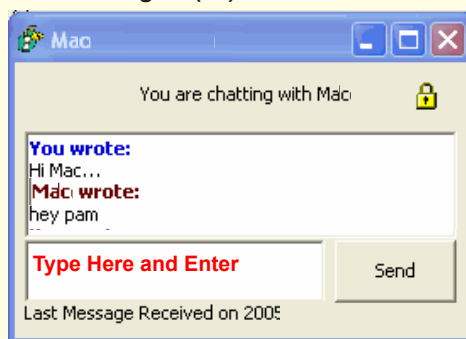


Invite Participants. Right-click the name of each person and click Invite Person to the Meeting. Others can also request to join by right-clicking your icon after it changes to the Meeting icon.

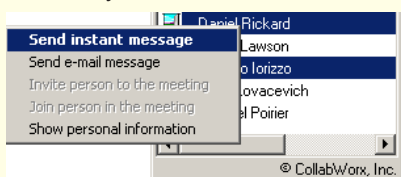


Send and Reply to Instant Messages (IM).

To instant message one person, Double-click their name in the SIM window. The window you have is the same for sending and receiving messages. The cursor will already be in the lower field ready to type. Click the Send button or Enter on your keyboard to send the message.



Sending Instant Messages to Multiple People. Hold the Control key and click the names of multiple people to send a message to, then Right-click on one of the highlighted names and select Send Instant Message from the menu. You can only receive messages individually in IM.



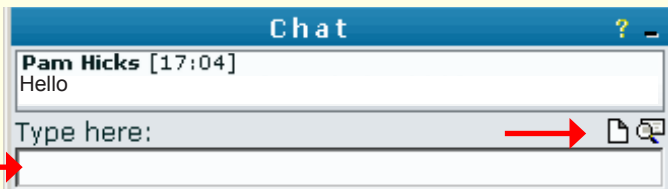
Meeting Participants and Private Messaging. This area lists everyone's names in the meeting. The PM next to each name can be clicked to send a message just to that person. Instant Messages can also be used to send private messages during meetings.



Audio & Video. The Microphone and Camera are muted by default until the user activates each by clicking the red slashes to remove them. Adjustments to the video window size and frames per second (fps) can be made before or after turning on the camera. To change the video window size click the arrows to the left or right of the resolution numbers (160 x 120 default). Click on the slide bar to change the fps. 5 fps is the default, but if bandwidth allows, 10-12 fps is a good setting for fluid motion without using unnecessary bandwidth.



Chat. Type under where it says Type Here and press Enter. The first icon allows you to erase your whiteboard (not others'). The second icon provides saving and printing capability for chat text.



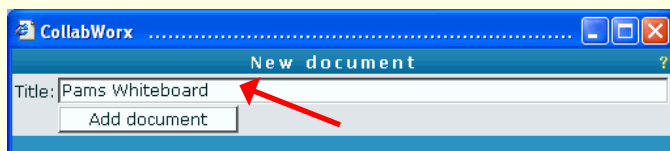
Shareable Documents.



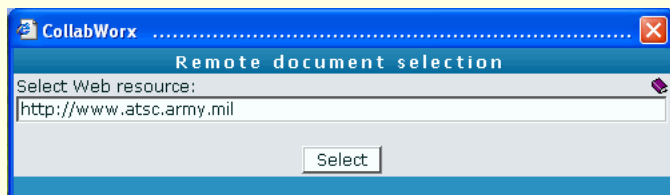
The row of icons under Shareable Documents are used for:

- Loading a Blank Whiteboard
- Connecting to the ATSC Sharepoint Portal (password req.)
- Navigation and sharing of web pages
- Loading documents from your computer for sharing
- Viewing document information and saving original files
- Taking the floor to share your documents
- Refreshing document sharing to remote participants

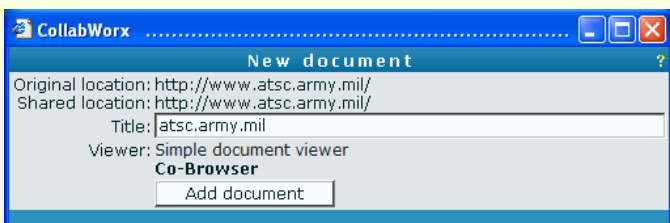
Load a Blank Whiteboard. Click the blank page icon and either use the default name or type in your own. Click the Add Document button.



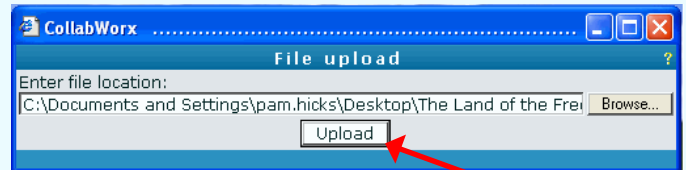
Load a Web Document. Click the folder icon with the blue dot and enter the full address to the website. Click the Select button.



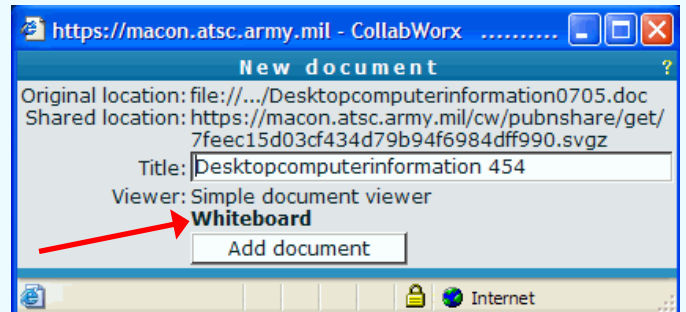
In the second screen, select the viewer for the document. The Co-Browser provides full Internet Explorer capability, the Simple Document Viewer only shows the page content. Navigation of pages is pushed out to participants by the person who has the floor. Communication ensures everyone is following along. For secure sites, everyone must log in before pushing out navigation.



Load a Document From Your Computer. Click the folder icon to load an Office document, pdf, or media file. Click Browse and find your document. Click the Open button, then click the Upload Button.

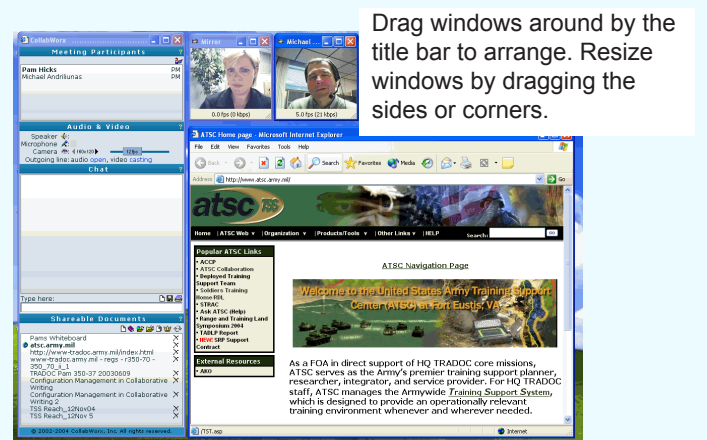


A second window allows selection of the document viewer. Click Simple document viewer or leave as is to use the default, Whiteboard. Click Add document.



Take the Floor and Share Documents. Use appropriate Tactics, Techniques, and Procedures for the type of meeting being conducted. Have only one person "take the floor" at a time and communicate when someone else can take it next. To share a document, take the floor by clicking the crown icon to remove the red slash, then click the document name in the Shareable Document list. The document should then open on all the participants' screens.

Arranging the Screen. In the current configuration of CollabWorx, it is up to each user to configure the windows on the screen. Be sure to allow time for each participant to arrange their screen before proceeding with a meeting. Also be aware that windows can come up behind other windows, so you need to move things around until you have arranged everything. How much room you have to arrange all the windows will depend on the resolution your display is set to. It is best to place your video windows close to your camera for better virtual eye contact.



Drag windows around by the title bar to arrange. Resize windows by dragging the sides or corners.

Whiteboard Tools. The person with the floor shares the document, but any participant can use whiteboard tools during the meeting.

